

## **CHANGE NOTICE FOR MANUAL**

**MANUAL:** Food Stamp Certification Manual

**CHANGE NO.: 13-2002 DATE: July 10, 2002**

**TO:** County Directors of Social Services

**EFFECTIVE August 1, 2002**, make the following changes to the Food Stamp Certification Manual.

### **I. BACKGROUND**

The purpose of this change notice is to include the New Hire Screen in Child Support Enforcement's Automated Collection and Tracking System (ACTS) as a required Income and Eligibility Verification System (IEVS) computer check requirement and to update security procedures for FRR/BEER Reports.

The Redeterminations Due and Review for Change Report, SLER024-01, will be run on the 10<sup>th</sup> day of the month instead of the 1st.

Appendices 3800 is being deleted as this section is now included in the FSIS Users Manual.

Corrections are also being made to reference the FSIS Users Manual instead of certain sections of the Appendices since they are no longer available in the Food Stamp Certification Manual.

### **II. SPECIFIC CHANGES**

This change adds the ACTS New Hire Screen as an IEVS computer check requirement for all Food Stamp applications, reapplications, and full recertifications.

This change adds new requirements for two levels of security within the building where Internal Revenue Service and Social Security Administration data is stored and clarifies the responsibilities of the county control person with regard to destroying the FRR/BEER Reports.

The SLER024-01, Redeterminations Due and Review for Change Report, will now run on the 10<sup>th</sup> day of the month, so cases keyed during the first 10 days of the month will appear on this list. This change allows the quarterly recertifications (DSS-2435-QR's) and the Redeterminations Due Report to be run on the same day. All Employment Security Commissions (ESC) data has been removed from the Redeterminations Due Report, as this information is available via ESC computer checks and match lists.

Appendices 3800 is being removed and corrections made to reference the FSIS Users Manual instead of the Appendices, as this section is no longer available in the Food Stamp Certification Manual.

### III. IMPLEMENTATION INSTRUCTIONS

This change is effective for all applications, recertifications, and changes keyed on or after August 1, 2002.

### IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

<b>REMOVE</b>		<b>INSERT</b>	
<b>Section</b>	<b>Pages</b>	<b>Section</b>	<b>Pages</b>
Table of Contents	3-4	Table of Contents	3
515	1-4	515	1-4
605	1-12	605	1-13
605	Figure 2	Nothing to Insert	
Appendices 3800		Nothing to Insert	

If you have questions, please contact your Program Integrity Representative.

This change has been reviewed and approved by the Economic Services Committee.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

WRM/DK/bh

Attachments

[FSs515](#)

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